

ARTICLE 5. RULES OF CIRCUMSTANCE FOR COA REVIEW

Historic districts reflect pride in the character of a community and a desire on the part of the community and the city to preserve their assets. Historic districts are an important planning tool for the city, a way to improve the quality of life, sustain neighborhoods and at the same time, a way to encourage new development that enhances the historic character and scale of an area.

Historic district status recognizes change as an important indicator of healthy, vital communities. The City Code establishes a special design review process to assist in shaping change that enhances the uniqueness of a historic district's assets. Certificates of Appropriateness are issued to show that projects have been reviewed.

The following list is provided as a general outline of the level of review that may be expected of various types of projects that are often undertaken. It is not intended to be comprehensive, and it cannot cover every circumstance that will be encountered in a project.

1. Applicability.

A Certificate of Appropriateness is not necessary for routine maintenance, which includes repair or replacement where there is no change in the design, materials or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness. The Commission only has purview over those alterations that can be seen by the public way (publicly accessible street, alley, sidewalk, or other publicly accessible thoroughfare not including Lake Michigan).Vegetation, fences, and walls are not considered permanent line of sight obstructions.

2. Minor Work Projects.

Minor Work projects are reviewed by the City of Evanston's Community Development Department staff. Staff will refer Minor Work projects to the Commission for review, if in staff's judgment, the change involves alterations, additions, solar panels, green roofs, wind power generators and other technologies, or removals that are substantial, do not meet the standards, or are of a precedent-setting nature.

3. Major Work Projects.

Major Work projects, of the types listed below are reviewed by the Commission. In general, Major Work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects. Such changes include new construction, expansion of a building footprint or significant changes in landscape features.

(a) Provisional Deferrals: The Commission may, in times of unforeseen circumstance, and by an affirmative vote of a simple majority of members present, provisionally defer additional Major Work projects to City Staff for administrative review. Such a deferral shall be accompanied by a sunset provision and require a vote for renewal or modification.

(b) Application Pre-Review Subcommittee Deferrals: Understanding the inability for the list of projects below to account for all types of work or variations in scope and project intensity, the Commission's Application Pre-Review Subcommittee is authorized to defer applications for Major Work projects listed below as administrative reviews.

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
1	Construction or Additions to <i>primary contributing/significant buildings</i> or landmarks			X
2	Demolition of any <i>primary structures</i> in a district; landmarks, or contributing structures			X
3	Demolition of any <i>part of a primary structure</i>			X
4	Demolition of a <i>non-contributing structure</i> in a district		X	
5	Relocation of <i>landmark, or contributing buildings</i> including accessory structures			X
6	Alteration/Removal of <i>Contributing Historical Architectural or Archeological structures</i> or objects			X
7	Repair in kind of existing <i>Accessory Structures or Buildings</i> when there is no change in design, materials, or general appearance	X		
8	Alteration of existing <i>Accessory Structures or Buildings and Garages/Coach Houses</i>		X or	X
9	Additions to existing <i>Accessory Structures or Buildings affecting landmarks or contributing structures</i>			X
10	Construction of new <i>Accessory Structures or Buildings</i>		X or	X
11	Demolition of <i>existing Accessory Structures or Buildings</i>		X or	X
12	Repair or Replacement of <i>Architectural Details</i> when there is no change in design, materials, or general appearance	X		
13	Alteration/Addition/Removal of <i>Architectural Features and Details</i>		X or	X
14	Construction/Alteration/Removal of <i>Chimneys</i>		X or	X
15	Repair/Replacement of uncovered rear <i>Decks and stairs</i> when there is no change in design, materials or general appearance		X	
16	Alteration/Addition/Removal of uncovered rear <i>Decks and stairs</i>		X	

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
17	Repair/Replacement of existing covered <i>Porches</i>		X	
18	Alteration/Addition of <i>Porches</i>			X
19	Repair of existing <i>Fences or Walls</i> when there is no change in design, materials, or general appearance	X		
20	Construction of new, or replacement of existing <i>Fences or Walls</i> which meets ordinance standards	X or	X	
21	Removal of existing <i>Fences or Walls</i>		X	
22	Repair/Replacement of <i>Gutters and Downspouts</i> when there is no change in design, materials, or general appearance	X		
23	Installation of <i>House Numbers and Mailboxes</i>	X		
24	Installation/Replacement/Alteration/Removal of <i>Exterior Light Fixtures</i>	X		
25	Repairs/Replacement, including repointing, to existing <i>Masonry</i> when the color and composition of the mortar match the original, and new brick or stone matches the original	X or	X	
26	Construction/Alteration/Removal of <i>Masonry</i>		X	
27	Installation/Removal of <i>Mechanical Equipment</i> , such as air conditioning units, Vents and Ventilators		X	
28	Repair/Replacement of existing <i>Parking Lots and Parking Areas</i> when there is not change in design, materials, or general appearance	X		
29	Alteration/Removal of existing <i>Parking Lots and Parking Areas</i>		X	
30	New Construction of/Addition to <i>Parking Lots</i>			X
31	Repair/Replacement of existing covered Porches		X	
32	Alteration/Addition/Removal of <i>Porches</i>			X
33	Repair of <i>Roofing</i> materials when there is no change in design, materials, or general appearance	X		
34	Replacement/Alteration of <i>Roofing</i> materials		X or	X

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
35	Repair/Replacement of exterior <i>Stairs and Steps</i> when there is no change in design, materials, or general appearance	X		
36	Alteration/Addition/Removal/new Construction of exterior <i>Stairs and Steps</i>		X	
37	Repair/Replacement of <i>Exterior Building materials</i> when there is no change in design, materials or general appearance	X		
38	Alteration/Addition/Removal of <i>Exterior Building materials</i>		X or	X
39	New Construction/Alteration Addition of <i>Swimming Pools</i>		X	
40	Installation/Alteration/Removal of <i>Temporary Features</i> that are necessary to ease difficulties associated with a medical condition		X	
41	Repair/Replacement of existing <i>Walks</i> and at grade <i>Patios</i> when there is no change in design. Materials or general appearance	X		
42	Alteration/Addition/Removal of existing <i>Walks and at grade Patios</i>		X	
43	Construction of new <i>Walks and at grade Patios</i>		X	
44	Repair of <i>Windows and Doors</i> when there is no change in design, materials, or general appearance	X		
45	Replacement of <i>existing Windows and Doors</i> when there is no change in design, materials, or general appearance		X	
46	Alteration/Removal/Replacement of existing <i>Windows in non-Contributing Structures</i> when there is no change in design, materials, or general appearance		X	
47	Alteration/Removal/ Replacement of existing <i>Windows and Doors or addition of new Windows or Doors</i> when there is a change in design, materials or general appearance.		X or	X

As Amended on 3.14.23

	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (Commission)
48	Installation of new <i>Windows</i> in non-contributing structures		X	
49	Installation/Alteration/Removal of <i>Storm Windows and Storm Doors</i>		X or	X
50	Repair/Replacement of existing <i>Skylights and roof windows</i> when there is no change in design, materials or general appearance	X		
51	Addition/Alteration/Removal of <i>Skylights</i> and roof windows when there is a change in design, materials or general appearance		X	
52	Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature and previously reviewed by Commission
53	Emergency installation of Temporary Features to protect a historic resource (that does not permanently alter the resource); six-month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness (i.e. temporary ramps for accessibility)		X	
54	<i>Solar Panels and Green Roofs,</i>		X or	X
55	<i>Turbines, Wind Power Generators and other technologies</i>		X or	X (When visible from a street)
56	<i>Fountains and landscape features when a part of the Statement of Significance for a landmark</i>			X